



# NEW INVENTORY/FIXED ASSET FORM

USE THIS FORM TO REPORT ACTIVITY OF NEW INVENTORIED ASSETS

PLEASE PRINT

**\*MUST BE COMPLETED**

\*DATE: \_\_\_\_\_ \*PURCHASE ORDER NUMBER: \_\_\_\_\_

\*WAS ASSET PURCHASED WITH GRANT FUNDS? \_\_\_\_\_ \*IF YES, GRANT NUMBER \_\_\_\_\_

\*PURCHASE COST: \_\_\_\_\_ \*ASSET TAG NUMBER: \_\_\_\_\_

\*ASSET DESCRIPTION: \_\_\_\_\_

\*VIN/SERIAL NUMBER: \_\_\_\_\_

\*MANUFACTURER: \_\_\_\_\_ \*MODEL NUMBER: \_\_\_\_\_

\*CONDITION: \_\_\_\_\_ \*SITE: \_\_\_\_\_

\*LOCATION: \_\_\_\_\_

\*COMPLETED BY: \_\_\_\_\_

\*CONTACT NUMBER: \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING:  
DOCUMENTS: INCLUDING COPY OF CHECK(S), CREDIT CARD RECEIPTS AND DEPOSIT SLIPS**

APPROVALS	
ORIGINATING DEPARTMENT: _____	DATE: _____
PROPERTY COMMITTEE: _____	DATE: _____
GRANTS MANAGER: _____	DATE: _____
ENTERED IN WASP: _____	DATE: _____